

NOTE-TAKING REQUEST FORM

Name: _____ Date: _____

Phone # _____ Emplied ID _____

E-mail Address: _____

Background: Note taking services are provided as an accommodation to AccessAbility Center/ Student Disability Services (AAC/SDS) students who have been granted this accommodation by the AAC/SDS. Please be aware of AAC/SDS' note taking guidelines to ensure timely and efficient provision of these services.

Options for Securing Note Taker (circle one)

1. Request that the AAC contact your course instructor to make an anonymous announcement; or
2. Ask your instructor yourself to make an anonymous announcement on your behalf; or
3. Approach a peer in the classroom and ask them directly if you are comfortable doing so.

Course Information: please list all classes for which you are requesting note-taking services.

Course 1

Class Title _____ Course Number and Section _____ - _____

**e.g. BIO 4 9 5 6 0 - 2KN*

Instructor: _____ Note Taker's Name (if known) _____

Course 2

Class Title _____ Course Number and Section _____ - _____

**e.g. BIO 4 9 5 6 0 - 2KN*

Instructor: _____ Note Taker's Name (if known) _____

Course 3

Class Title _____ Course Number and Section _____ - _____

**e.g. BIO 4 9 5 6 0 - 2KN*

Instructor: _____ Note Taker's Name (if known) _____

Course 4

Class Title _____ Course Number and Section _____ - _____

**e.g. BIO 4 9 5 6 0 - 2KN*

Instructor: _____ Note Taker's Name (if known) _____

Course 5

Class Title _____ Course Number and Section _____ - _____

**e.g. BIO 4 9 5 6 0 - 2KN*

Instructor: _____ Note Taker's Name (if known) _____

Reminders:

- Having a note-taker does not excuse you from attending the class
- If you withdraw from the course, please inform the AAC promptly
- If any issues arise with your note-taker or if the notes do not meet your needs, please notify the Accessibility Center immediately
- Please Submit an **Academic Adjustment Letter Request Form** each semester along with this form so that faculty may be informed of your accommodations and services